

Version 2009

Introduction to ReadyGo[®] Mobile



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- Sites that you create are **your** intellectual property. You may serve them to as many visitors as you want. You may make as many copies of the produced sites (the HTML generated by ReadyGo Mobile) as you want. You may create as many sites as you want with ReadyGo Mobile.
- If you would like to receive updates to the software after your support period has expired, ReadyGo has several subscription programs available.

Published October 2008

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Welcome to ReadyGo Mobile

ReadyGo Mobile is the easy-to-use tool for creating web sites. With ReadyGo Mobile, you can create effective web sites that work with mobile devices quickly and easily.

This document describes:

- How to install ReadyGo Mobile
- Provides the basics of how to create a web site
- Designed to help you get started quickly.

You can read the complete documentation in either:

- The online help in ReadyGo Mobile (choose **Help > Help Topics** from the menu bar) or
- The ReadyGo Mobile Tutorial on our website <http://www.readygo.com> in the Support area.

System Requirements

The site developer's computer must have the following:

- A Pentium 200 MHz or higher PC with at least 8MB of RAM
- A hard disk with 20MB of free hard disk space
- Windows 2000, XP, 2003, 2008, Vista
 - **Note:** Our customers have told us that ReadyGo Mobile works well on Macintosh® computers running Windows emulation programs.
- A web browser such as Microsoft Internet Explorer version 3.0 or later, or Mozilla (Firefox). ReadyGo recommends browsers of version 6.0 or later for best results.

Visitors accessing your site must have a web browser such as Microsoft Internet Explorer version 4.0 or later, Firefox, or Safari. ReadyGo recommends browsers of version 6.0 or later. Plug-ins are not required or recommended.

Installing ReadyGo Mobile

Make sure your serial number is available before installing the application. You can find the serial number in an email from ReadyGo, Inc.

To install ReadyGo Mobile:

- 1 Download ReadyGo Mobile from ReadyGo's web site.
- 2 Double Click the ReadyGo download
- 3 The installation should start automatically.

The InstallShield® will guide you through the rest of the installation.

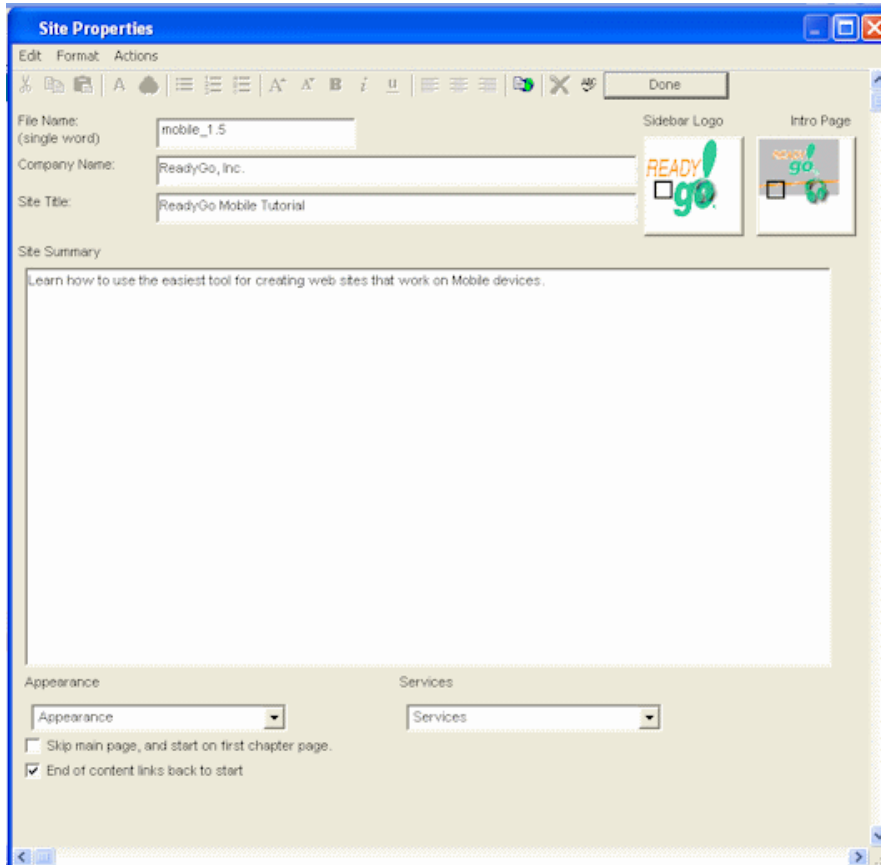
Note: During the installation, if you want to install the tutorial on your hard disk select the **Custom** installation setup type.

After installation, you might need to reboot your computer. The installation program will inform you if this is necessary.

Creating a Site

To create a new site:

- 1 Double-click the ReadyGo Mobile icon on your desktop to start ReadyGo Mobile.
- 2 Click **Create New Site**. The Site Properties dialog box is displayed.



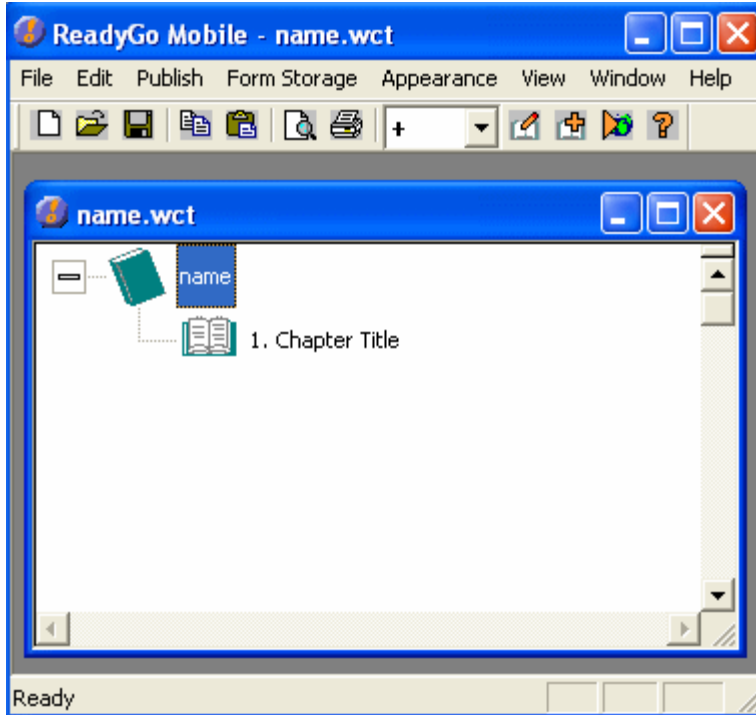
- 3 Enter a name for your site and information for the introduction page.
The company name, site headline, and main page detail you provide are displayed on the site's introduction page.
- 4 You can define the appearance of your site by specifying logos, the color scheme, a master template, frame layout, and the font.
- 5 To add a graphic for the introduction page or for the top of the sidebar, click the appropriate the **Graphic/Audio** button and select a graphic from your computer.
See "Adding Graphics, Audio, and Videos" on page 8 for more information about adding graphics.
- 6 When you finish, click **Done**.



The name of your new web site file (also called site source file) is displayed in ReadyGo Mobile with the name you specified and the extension *.wct*. The site layout is displayed in a tree hierarchy.

Adding Chapters and Pages

A web site is made up of sections we call chapters and within each chapter are pages (also called bullet pages). The first chapter is automatically created for you.

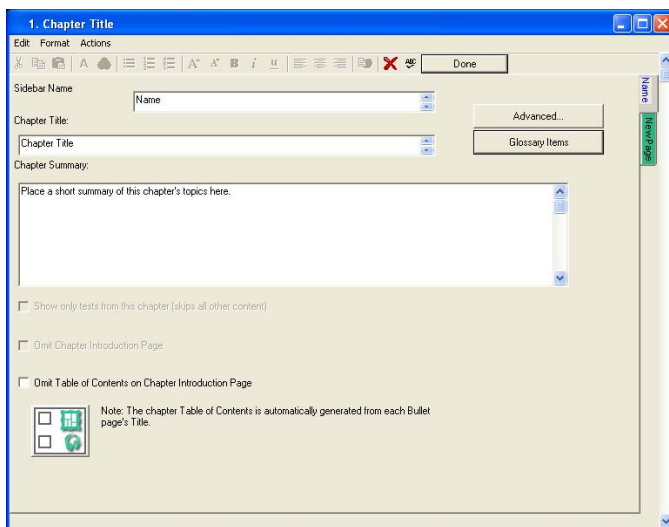


To edit the first chapter of your new site:

- 1 Select the first chapter and click **Edit Chapter**  on the toolbar.

Tip: You can also double-click the chapter name in the tree hierarchy window to edit a chapter.

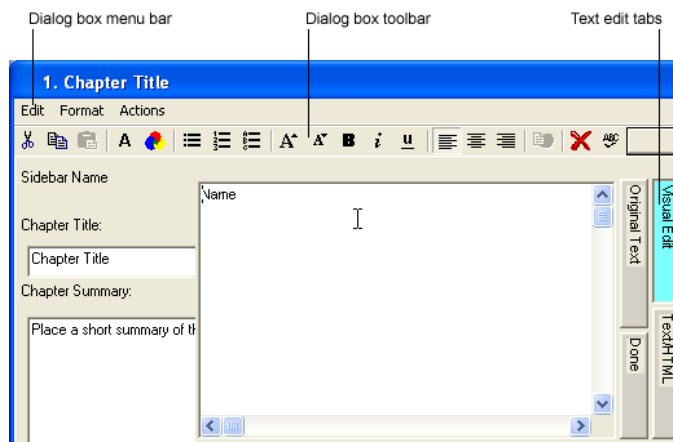
The chapter dialog box opens.



When you click in a text field, four text edit tabs are displayed on the right side.

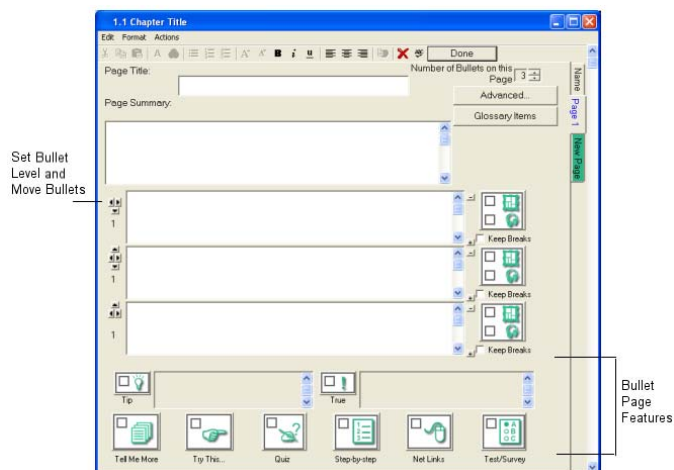
- Use the **Visual Edit** tab to paste formatted text or to format the text (color, font, bold, italic, and so on) using the buttons in the dialog box toolbar.
- Use the **Text/HTML** tab to add unformatted text or to paste any web readable code (HTML/JavaScript) into the content area.
- Click the **Original Text** tab to restore your content to what was available when the page dialog box was opened. The blue tab shows you which edit mode you are currently using
- The **Done** tab closes the expanded window.

You can move from text box to text box using the Tab key or you can click in the next text box.




2. Enter a name for the chapter that will be displayed in the site sidebar, the chapter title, and a chapter summary.
3. When you finish, click the **New Page** tab on the right side of the dialog box to create the first page in your chapter.

The following bullet page dialog box opens:



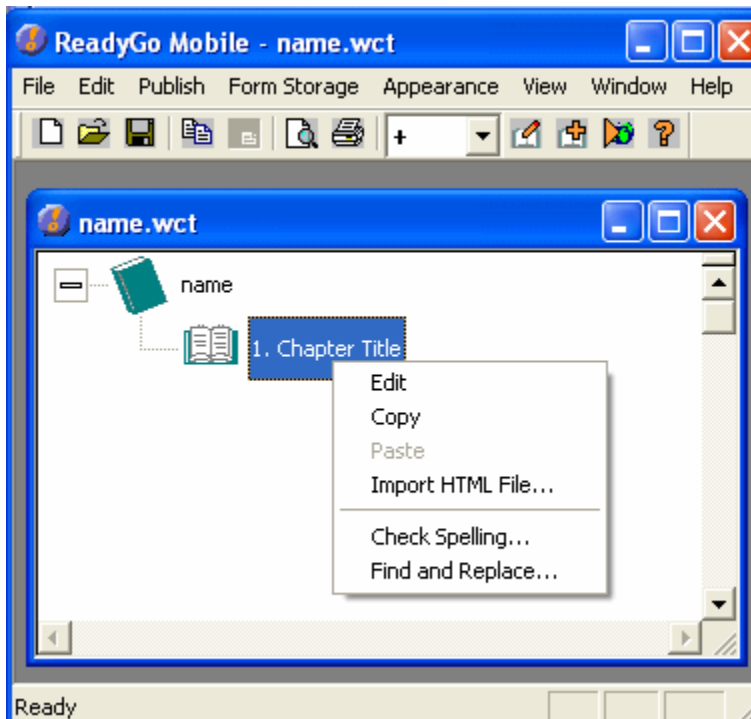
4. Enter the page title, a short summary of the bullet page, and your bullet points. You can have up to six levels of bullets.

Note: To access bullet page features (including **Graphic/Audio, Tips, It's True, Tell Me More, Step-by-Step, Forms, and Sub-pages**), click the appropriate button. See "Editing Bullet Pages" on page 6 for more information.

Tip: Once you have generated your site once, you can preview  individual pages to see how your page will look in a Web browser (see "Generating and Viewing Your Site" on page 10).

5. To add more pages to the chapter, click the **New Page** tab and repeat step 4 for each page.
6. When you finish, click **Done** in the upper right section of the dialog box.

The site tree now contains the chapter and bullet-page titles you created.



Note: In this tree window, you can edit your site, rearrange site sections using drag and drop, import an HTML file, check spelling, and find/replace text.

7. To create more chapters, click **Insert Chapter**  on the toolbar and repeat steps 2 through 6 for each chapter.

Note: To add a chapter at the end of your site, click the **Edit Chapter** list on the toolbar and choose the +.

8. To save your site, click **Save**  on the  toolbar.

Note: ReadyGo Mobile automatically saves your site every 20 minutes. Should you ever need to restore your work, you can just replace your .wct file with the .wc~ save file located in the same folder as your site.


9. Select a folder on your computer where you want to save your site.
By default, the site is saved in the c:\Program Files\ReadyGo\Sites directory.

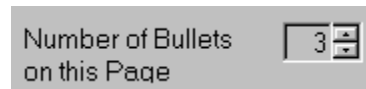
Editing Bullet Pages


This section provides useful tips for creating your site structure. Bullet pages provide your visitors with information in a quick-to-read format. You can add the following types of additional information to support your lesson. Visitors can access this information from the bullet pages.

- **Tip and It's True** notes – Provides a way to highlight important information. They appear as notes on the bullet page.
- A **Tell Me More** article – Provides the visitor with a more in-depth article.
- A **Try This** exercise – Provides the visitor with an opportunity to try out the information presented in the lesson. A **Try This** exercise can be a link to an Internet resource, a required exercise, or an interactive simulation.
- A **Step-by-Step** exercise – Provides a detailed procedure broken down into small steps.
- Netlinks – links to other web pages
- A **Form/Survey** – Provides a way to gather information from your visitors. You can have form results stored on a server with the ReadyGo® Forms Catcher.
- A **Sub-page** – Provides the visitor with more in-depth information such as data sheets or product specifications. This is similar to a **Tell Me More** article, except that you can have up to six sub-pages on a bullet page and you can customize how the link appears on the bullet page.

Bullets



To add a bullet point, you can increase the **Number of Bullets on this Page**. This adds a bullet point to the end of the bullet list. Alternatively, you can click the  button to the right of a bullet point and a new bullet point is inserted after the current one.





To delete a bullet point from the bullet page, click the  button to the right of the bullet point you want to delete. You specify whether you want the associated graphic/audio to be deleted.

You can add multiple graphics to your bullet page. The graphics will appear after each bullet. To add a graphic before the first bullet on the page, leave the field for the first bullet text empty, and enter text in the second bullet field. For more information about adding graphics, see "Adding Graphics, Audio, and Videos" on page 8.

You can also add a graphic to the bullet content by selecting the Visual Edit mode tab, and then copy/paste the graphic. This works best if you right-click and choose **Paste Special**. The **Picture/Metafile** and **Bitmap** paste options work quite well. Pasting a **Word Object** or **PowerPoint Object** does not work. When you click **Done** or press **Tab** for the page, you are prompted for how you want to convert the pasted graphical content into a web-viewable file.

You can change the level of indentation of your bullet points by using the   buttons to the left of each bullet. The graphic for the bullet point changes for each level of indentation. You can customize the bullet graphics by choosing **Appearance > Colors and Graphics** from the menu bar and clicking the Bullet Page tab.

You can specify how many bullets each graphic will span. Click the **Graphic Span** field  located to the right of the **Graphic/Audio** button to specify how many bullet points you want associated with the graphic.

To rearrange bullet points, you can use the  and  buttons to move the current bullet up or down in the bullet list.

Tips and It's True Notes

To add a **Tip** or an **It's True** to a bullet page, click the corresponding button. The area next to the button changes from gray to white. Enter your content in this white area.



To delete a **Tip** or **It's True**, click the appropriate button.



Note: When a **Tip** or **It's True** note has content, the button has a green checkmark and the button is orange.

Tell Me More Article

To add a **Tell Me More** article, click the **Tell Me More** button. A green check mark on the **Tell Me More** button indicates that you have added a **Tell Me More** article to your bullet page.



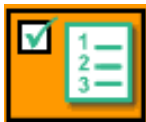
You can place up to ten graphics on a **Tell Me More** page. If you delete a graphic, the paragraphs that were previously separated by the graphic are combined together.

To delete a **Tell Me More** article, click the **Tell Me More** button and click **Delete** .

Step-by-Step

To add a **Step-by-Step** page to your bullet page, click the **Step-by-Step** button.

You can place up to 20 steps on a page. Each step is automatically numbered. Enter the text for each step and add a graphic if you want. **Additional Text/Instructions** information will appear at the bottom of the **Step-by-Step** page.



A green check mark on the **Step-by-Step** button indicates that you have added a **Step-by-Step** page to your bullet page.

To delete the **Step-by-Step** page, click the **Step-by-Step** button and click **Delete** .

Net Links

To add **Net Links** to your bullet page, click the **Net Links** button.

You can place up to five **Net Links** on a bullet page. You must enter both the URL and the text you want displayed for the bullet page link. A green check mark on the **Net Link** button indicates that you have added **Net Links** to your bullet page.



To delete the **Net Link**, click the **Net Link** button and click **Delete** .

Forms

To add a form, survey, or a self-assessment to your bullet page, click the **Form/Survey** button. Forms, surveys, and self-assessments are designed to collect visitor responses. If you purchased ReadyGo Forms Catcher you can collect form results on a central server. You also have the option to set up the site so that the visitor's responses are emailed to you when they complete their form.

There are 15 different types of form questions including multiple choice, true/false, numeric and text entry, ranking, and several interactive types of questions. See the online help for detailed instructions or the READYGO MOBILE Tutorial for demonstrations of how to create each type of question.


Each form/survey page can contain up to 100 questions.

To delete a question, click **Delete Question** to the right of the question you want to delete.



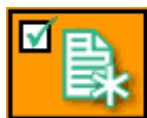
A green check mark on the **Form/Survey** button indicates that you have added a **Form/Survey** to your bullet page.

You can specify how you want the link to this page to display on the bullet page. You can have a text link or a graphic link.


To delete a form, survey, or self-assessment page, click the **Form/Survey** button and click **Delete** .

Sub-Page

To add custom sub-page to your bullet page, click the **Sub-Page** button. You can specify how you want the link to this page to appear on the bullet page. You can have a text link or a graphic link.



You can add up to 12 sub-pages on a bullet page. You can place up to ten graphics on a **Sub-page**.

To delete a **Sub-page**, click the **Sub-page** button and click **Delete** .

Adding Graphics, Audio, and Videos

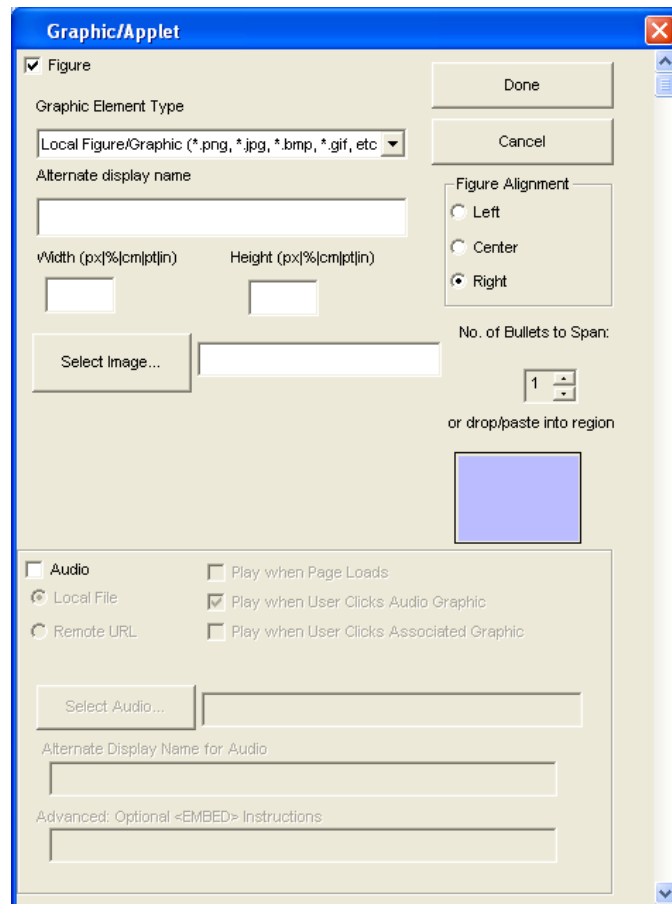
You can add graphics, audio, clip art, and multimedia to your site. You can add graphics to chapter pages, bullet pages, **Step-By-Step** exercises, **Tell Me More** articles, **Try This** exercises, custom sub-pages, and glossary items.

You can also easily integrate audio files, simulations, plug-ins, Java applications, or any other web tool into your site.

1. Click the **Graphic/Audio** button where you want to add the graphic.



The Graphic/Applet dialog box opens.



2. Select the type of graphic/applet you want to add. Your choices are:

- **Local Figure/Graphic** – Insert a standard web format graphic such as GIF, JPEG, PNG, and BMP or Microsoft clip art files (WMF and EMF). ReadyGo Mobile will convert the WMF and EMF files to a web-readable format (JPG or PNG).

Click **Select Image** to find the graphic on your computer. To see a preview of your graphic, select a graphic and select the **Preview Graphic** option.

Alternatively, you can drag and drop your image into the blue paste region.

A copy of the graphic is stored with the site.

- **Remote Graphic** – Add a graphic from a remote location. This is useful if the graphic is updated often. Enter the complete URL for the graphic.
- **Java Applet** – Add a Java applet (program). Click **Select Applet** to find the program. A copy of the applet is stored with the site. Enter any parameters required for proper operation of the applet.

- **Plug-In** – Add videos (MPEG, AVI, and so on), Shockwave Flash (SWF), or PDF documents. Click **Select Applet** to find the file. Generally, you need to specify the size for display of the content.
- **Local Image + Link to URL** – Create a link to a web site. This is useful if you want to use a company’s logo as the local graphic, and provide the URL of that company’s web site. When a visitor clicks the graphic, the company’s web site is displayed in their browser. Click **Select Image** to find the graphic on your computer. Enter the URL for the link.
- **Advanced/Other (Enter HTML)** – Add your own HTML or JavaScript code with this option. You can use this to format text or images differently from the READYGO MOBILE standard.

3. Specify the **Width** and **Height** of the image.

If you leave height and width blank, the web browser automatically determines the display size. However, specifying the exact height and width of your graphic may speed up the display of your web page. You can specify a value for *either* the width or the height and the image will be resized maintaining the aspect ratio. For plug-in content, you must specify the width and height.

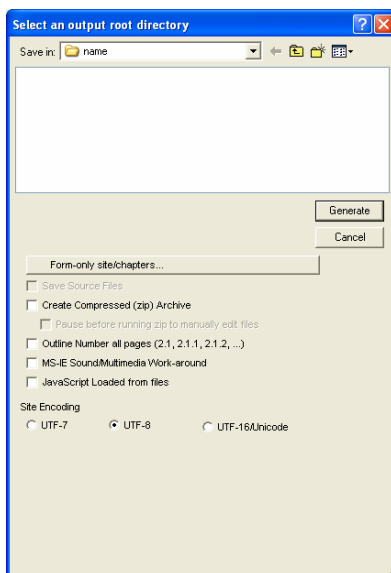
4. To add an audio file to the page, select the **Audio** check box.
5. Select whether the audio file is a local file or is located remotely where you will provide a URL for the file.
6. Choose how you want the audio file to play on the page.
7. For a local audio file, click **Select Audio** to find the file on your computer.

For a remote audio file, enter the **Remote URL**.

Generating and Viewing Your Site

To view your site, you must first generate it. The site generation process is analogous to printing a word processing document, except that site generation uses electronic files on your computer rather than paper.

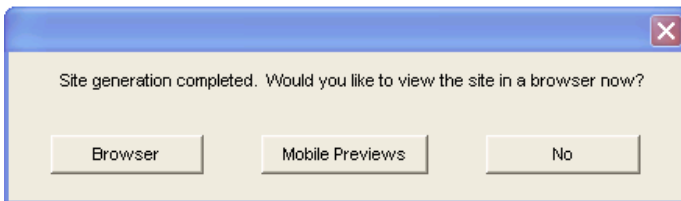
- 1 Click **Generate Site**  on the toolbar to convert your site to web pages.



- 2 To create a site that only consists of form/survey pages, click **Form-only Site/Chapters**. Choose either all chapters as forms or select specific chapters that will have forms only.
- 3 If you want to save the source files for your site prior to generating the site, select the **Save Source Files** option.
- 4 If you want to create a compressed archive containing your generated site, select the **Create Compressed Archive** option.

This will create a zip file with the name of your site in the same directory where the site is saved. You can use the zip file to transfer your site to a server as a single, compressed file, or to e-mail the site to other reviewers. To review the site based on the zip file, extract the files from the archive (to a new directory) prior to trying to view the site.

- 5 If you want your site to have numbering in the title for all chapters and bullet pages, select the **Outline Number all Pages** option.
- 6 Specify where you want to save your site and click **Generate**.
By default, your site is saved *c:\Program Files\Readygo\sites\your-site-name*. The first time you generate a site, it is important to generate it to a new directory so that it does not overwrite files from another site.
- 7 Choose how you want to view your web site:



- Click **Browser** to view the course in a browser – this will be the view that visitors will have from their PDA
- Click **Mobile Previews** to view the course using Mobile previewers – this is a series of five mobile simulations. All mobile windows are active




Adding a Glossary, FAQ, and Help Pages

You can add a glossary, a list of frequently asked questions, and a contact information page to your site. Choose **Edit > Services Bar** from the menu bar and select **FAQs, Glossary, or Contact Information**.

Printing Your Site

There are two ways to print your site. You can print the text of your entire site or you can print your entire site with the graphics.


To view and print the text of your site:

- 1 Click **Preview Text**  on the toolbar.
- 2 Select whether you want to include setup information, FAQ, Glossary, and/or Contact/Help pages and click **OK**.

The site text is displayed in your default word processor such as Microsoft Word. If the text appears without proper carriage returns, try copying the site and pasting the text in your word processor as described in the next section.

3. You can save and/or print the text from your word processor.

To view and print your site with the graphics:

- 1 Click **Create Printable Version**  on the toolbar.
- 2 Select what sections of the site you want to print.
- 3 Click **Create**.

Your site will be saved as a single web page that you can print from your browser.

4. Choose where you want to save your printable version of the site and click **Generate**.
5. You can then view your site as a single file in your browser and print the site from your browser.

Copying and Pasting Site Sections

You can copy sections of the site and either paste them into another site or paste them into a text editor such as Microsoft Notepad or Microsoft Word.

To copy the entire site, selected chapters, or bullet pages:

- 1 In the tree hierarchy window, select the entire site (the top icon in the tree), a chapter, or a bullet page.
- 2 Choose **Edit > Copy** or press **Ctrl-c**.

Tip: You can also select the item, press and hold the right mouse button, and choose **Copy**.

3. If you copied the entire site, choose whether you want to copy the entire site or setup information only and if you want to include the services (glossary, FAQ, and Contact Information).

If you selected a chapter, choose whether you want to copy only the selected chapter or all remaining chapters in the site.

If you selected a bullet page, choose whether you want to copy only the selected bullet page or all remaining bullet pages in that chapter.

4. Open the site or application into which you want to paste the site text and press **Ctrl-v**. To paste into another ReadyGo site, select the location preceding where you want to paste the copied site content (including graphics, sub-pages, etc.) prior to pasting.

Note: To copy the glossary, FAQ, Contact Information, or the site labels, open the appropriate dialog box from the **Edit** menu and click the copy button.

Copying and Pasting from MS Office Documents

You can add the contents of a Word, Excel, or PowerPoint document to your site. To copy and paste the contents of an MS Office document into your site:

- 1 Copy the content from your MS Office document.
- 2 To paste the text including the formatting or to paste the content as a graphic, in READYGO MOBILE choose the text box where you want to add the content, and click the **Visual Edit** tab. Right-click and choose **Paste Special**.
- 3 Select how you want your content copied: as a picture, as formatted text (RTF) or as unformatted text. **Do not** paste as a Word Object/Document or PPT Object/Document.
- 4 If you choose to paste the content as a picture, ReadyGo Mobile automatically converts the image to a web readable image in PNG or JPG format. You can also specify the size and alternate text for the image conversion. When you finish, click **Create**.

Tip: If your content contains text, it is most effective to paste the text separately from the graphics. This way, if you choose to modify the text formatting properties for your site, the changes will apply to the text content. If the text is contained inside a graphic, it will not be modified.

5. If you paste the content as **Rich Text (RTF)**, READYGO MOBILE will find the closest possible web page representation maintaining the content as text.
6. Click **OK**.
5. To paste the text without any formatting (plain text), in READYGO MOBILE, click the **Text/HTML** tab in the location where you want to paste the content and choose **Edit > Paste** or press **Ctrl-v**.

Customizing Your Site Appearance

ReadyGo Mobile provides flexibility for you to customize the appearance of your site. You can customize:

- Colors and graphics for the content area, the sidebar and the services bar
- Choice of outline numbering
- Sidebar navigation
- Font face, size, and color
- Site layout
- Labels and text

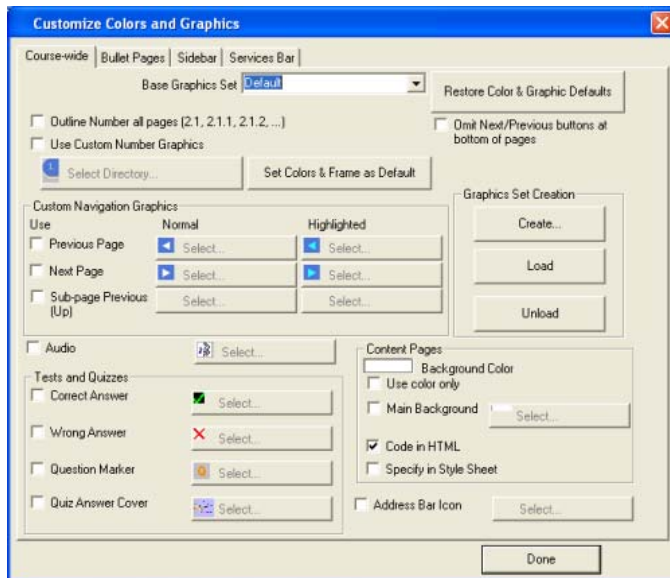
You also have great flexibility with customizing the look of your site by using Cascading Style Sheets (CSS). The most complete way to change the appearance of your site is to use master templates. See "Master Templates" on page 17 for more information.

Color and Graphics

You can change the colors for the sidebar, services bar, bullet page title bar, and bullet page links.

You can replace any of the standard ReadyGo navigation graphics with your own graphics for the content area, sidebar, and services bar.

To customize the colors and graphics in a site, choose **Appearance > Colors and Graphics** from the menu bar.



To customize the graphics, you can optionally first choose a **Base Graphics Set** from the list. To replace any of the base set of ReadyGo navigation graphics with your own graphics, select the graphic you want to replace and click **Select** to find the graphic on your computer.

Note: Many of the custom navigation graphics allow for two versions of the graphic. One is the normal graphic on the page and the other is a highlighted version of the graphic for when the visitor moves their mouse over the graphic (often referred to as a rollover graphic). If you are using two versions of your graphic, they should be exactly the same size. If you do not want to use a rollover graphic, do not specify a **Highlighted** graphic.

Outline Numbering

If you enable automatic outline numbering for your site, the first chapter is numbered 1 and its bullet pages are numbered sequentially 1.1, 1.2, 1.3, and so on. The chapter headings in the sidebar are also numbered.

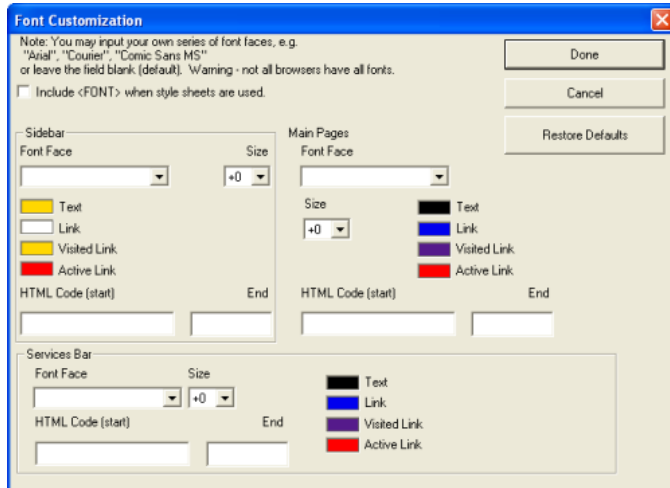
Sidebar Navigation

You can specify whether the sidebar menu contains links to chapters or is an expanding tree menu that can show links to bullet pages. Click the Colors and Graphics **Sidebar** tab to access this feature.

Fonts

You can change the font face, size, and color for the three different regions of your site pages.

To change the fonts, choose **Appearance > Fonts** from the menu bar.

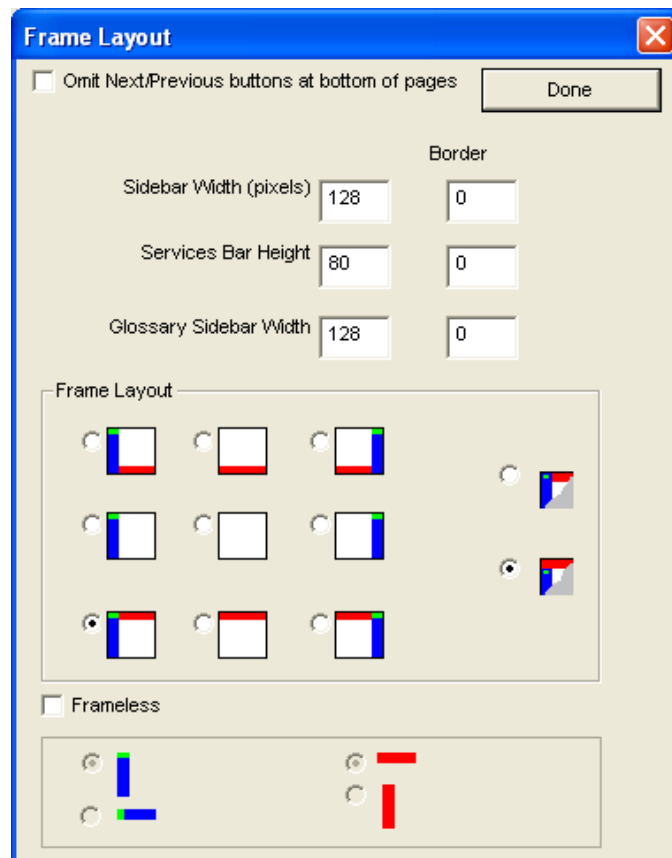


You have four types of text color you can change for the three main site sections.

- **Text** - The color of all text that is not a hypertext link.
- **Link** - The color of any hypertext link. For example, all the words in the services bar are links.
- **Visited Link** - The color that the link text changes to after the visitor has clicked the link.
- **Active Link** - The color to which the linked text changes briefly when a visitor clicks the link text.

Site Layout

You can select from different site layouts, adjust the sidebar widths, service bar height, and remove next and previous navigation buttons from the bottom of the page. Choose **Appearance > Frame Layout** to modify these features in your site.



Text and Labels

You can change the labels in your site. For example, you can change the label on the services bar from **Site Map** to **Table of Contents**.

If you want change the language of your site, you will need to change the automatically generated labels and text.

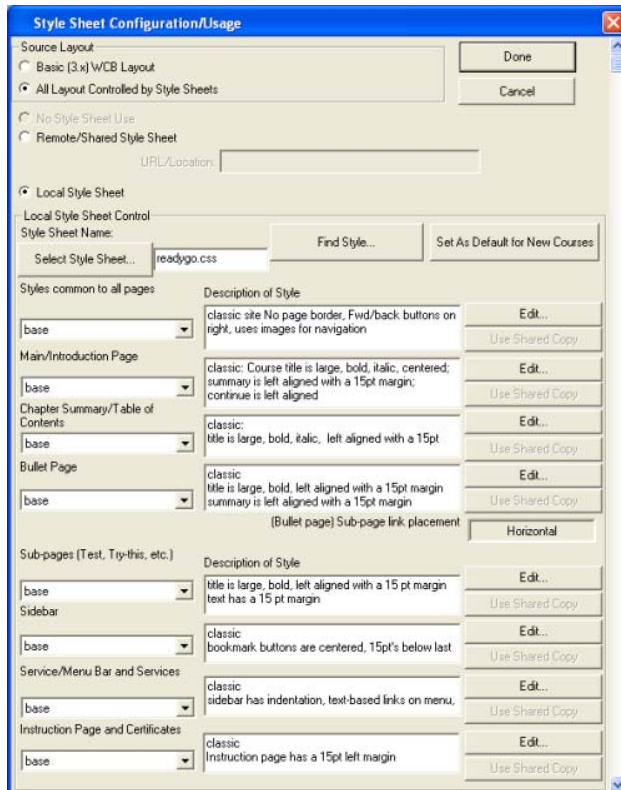
Choose **Appearance > Labels and Text** from the menu bar to change the standard labels and text in your site.

In addition to changing the standard text in your site, you can also change the following settings in the Labels and Text dialog box.

Feature	Default setting
File extension for your generated site pages	.htm
Copyright information	N/A
HTML language tag	lang=en
HTML document type declaration - this tells the browser which HTML or XHTML specification the document uses	HTML 4.01 Transitional

Style Sheets

Style sheets allow you to change font style, what elements are displayed, paragraph styles, and more. To use a style sheet in your site, you need to have some basic knowledge of CSS (cascading style sheets). This is a very advanced topic. ReadyGo offers training on the use of style sheets. These are highly recommended.



You add a style sheet to your site by choosing **Appearance > Style Sheets** and clicking **Local Style Sheet** (You can also use a remote style sheet that can be shared by multiple sites.)

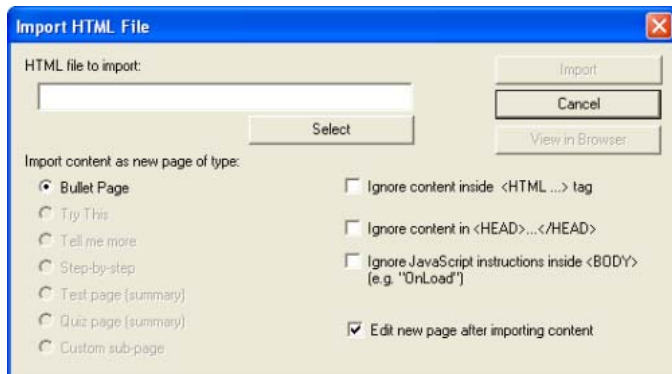
The style sheet is divided into sections for the different parts of a site. Find the section you want to edit and click **Edit** to make changes. You can mix and match, style sheet components that are provided in ReadyGo Mobile or you can create your own.

Master Templates

ReadyGo provides master templates that package a complete look including all the different type of customization described in this section (colors, navigation graphics, site layout, labels and text, logos, style sheets and so on). You can apply any of the provided templates to your site or you can create your own templates to provide a consistent style for all your sites. You can access sample master templates by choosing **Appearance > Load Template** from the menu bar.

Importing HTML Files into Your Site

You can incorporate a web page built with another tool into your site. Right-click on a bullet page (or chapter heading) preceding the location where you want to place the HTML page and choose **Import HTML File**. The following dialog box opens.



1. Click **Select** and find the file you want to import.
 2. Decide what kind of page/sub-page you want the imported page to appear as.
 3. Click **Import** and the contents of the page are inserted as HTML into the appropriate site page.
- Any local graphics or audio files included in the imported web page will be copied into the site.

Importing PowerPoint Content

To transfer PowerPoint data into a READYGO MOBILE site:

1. In PowerPoint, select the material from the outline view.
2. In ReadyGo Mobile, right-click in the tree view where you want to insert the material and choose **Paste**.

Note: Only content that is contained in PowerPoint as page titles or as bullet points is transferred. Text in text boxes and graphics are not transferred.

To import a PowerPoint slide into ReadyGo Mobile as a graphic:

1. In PowerPoint, select and copy the slide you want to use.
2. In ReadyGo Mobile, open the page where you want to insert the graphic and click the **Visual Edit** tab. Right-click and choose **Paste Special**.
3. Choose **Picture** and click **OK**.

Your slide is automatically converted into a graphic and pasted in the text box you selected.

Publishing Your Site on a Web Server

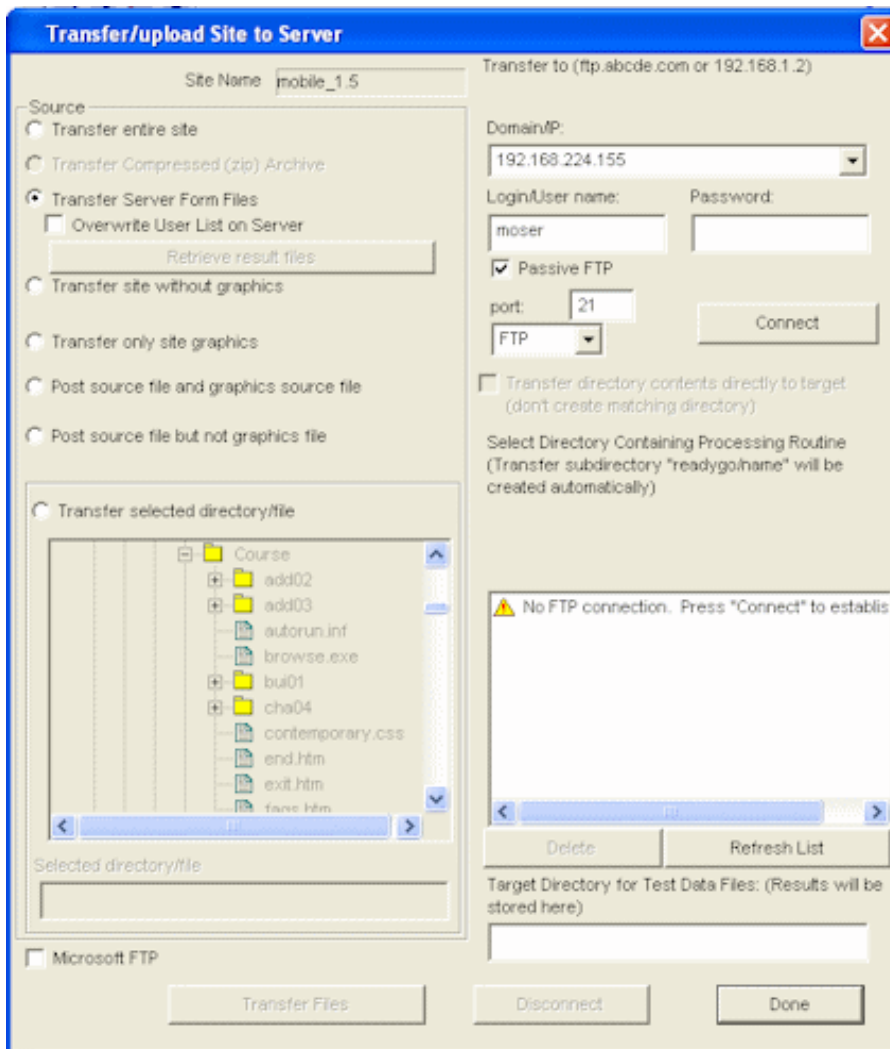
Typically, you need to place your site on a Web Server so your visitors can access it. You will need to tell your visitors the URL of the starting page (*index.htm*).

To publish your site:

1. Choose **Publish > Generate Site** or click .

2. Choose **Publish > Transfer** from the menu bar.

You need to have the web server password so you can transfer your site.



3. Select what file groups you want to transfer to the web server.
4. Enter the domain name of your server, your user name, and password.
5. Click **Connect** to log onto the web server.
6. Select the correct directory for transfer in the **Select Destination Directory** field. If you want to transfer the entire site, select the parent destination directory for your site. For example, if the directory where you generated your site is *site1* and you want your entire site transferred so that when visitors start the site, they use the file */sites/your_name/site1/index.htm*, select the directory */sites/your_name* as the Destination Directory.
7. Click **Transfer Files** to transfer your files to the web server. The *site* folder and all necessary subfolders are created for you.

Tracking and Storing Form and Survey Results

With the purchase and installation of the ReadyGo Form Catcher module, you can collect the answers for your forms/surveys on a central server.

Setting up Form Storage

To set up form storage:

1. Choose **Form Storage > Site-wide Setup** from the menu bar.
2. Choose the Form Storage method

ReadyGo Mobile Setup Quick Reference

Feature	Description	To Turn Off...	To Modify...
Frames	Sidebar (chapter listing) and services bar	Choose Appearance > Frame Layout	Choose Appearance > Colors and Graphics and click Sidebar or Services Bar tab
Bottom Navigation	Navigation at bottom of page	Choose Appearance > Frame Layout	Choose Appearance > Frame Layout
Logo in upper left corner	Logo	Choose Appearance > Color and Graphics > Sidebar	Choose Appearance > Color and Graphics > Sidebar
Main Page	First page of course	Choose Appearance > Labels and Text > radio button on top of page	Course Properties page
Copyright notice	Introduction page	Choose Appearance > Labels and Text	Choose Appearance > Labels and Text
Site navigation graphics	Graphics used throughout the site	Choose Appearance > Colors and Graphics	Choose Appearance > Colors and Graphics
Site text including forms and survey	Navigation and action text used throughout the site	Choose Appearance > Labels and Text	Choose Appearance > Labels and Text
Form and survey text	Text displayed on form pages	Choose Forming & Tracking > Form labels & Text To turn off text replace text a non-breaking space ()	Choose Forming & Tracking > Form labels & Text

All other features need to be modified in the site style sheet.

Getting Assistance

If you have trouble using ReadyGo Mobile, try one of the following resources for a solution.

Technical Support

Go to the ReadyGo web site at <http://www.readygo.com>. Click **Support** to read the frequently asked question section. We update this site frequently with solutions to questions submitted from other site developers.

You can send your questions to support@readygo.com.

Visit the ReadyGo web site for developers at <http://www.readygo.com/developer>. This developer site contains useful tips and software updates. To access this site, you must have a user name and password. Contact ReadyGo to obtain your user name and password. You initially have three months of developer site access. To continue to receive access, you must purchase a support subscription.

Additional Documentation

Review the ReadyGo Mobile Tutorial provided on the ReadyGo web site

Refer to the online help available in ReadyGo Mobile while you work by choosing **Help > Help Topics**.

Training

Take a free Internet training course to help you learn quickly. You can take any of the courses on your own. Visit the ReadyGo web site and look under ReadyGo Mobile or Training

Sample Site

ReadyGo has provided the source file for a sample site *samplem.wct* designed to demonstrate the basic capabilities of ReadyGo Mobile. This file is located in the directory where ReadyGo Mobile is installed (by default this is in *c:\Program Files\ReadyGo\sites*)